

# SEFSC EMERGENCY PLAN REV. 3

## Building Alarms

As a building occupant you should be familiar with this emergency plan. Read it carefully. If you have any questions contact Supervision. Keep the following in mind as you read this document:

- Evacuation routes and where to report for roll call after evacuating the building;
- When and how to evacuate the building;
- Locations of emergency equipment that may be needed in an emergency, such as fire extinguishers;
- Proper procedures for notifying emergency responders and facility personnel about an emergency;
- Additional responsibilities, such being a Monitor.

The main building has 2 alarm sounds, the fire alarm and the elevator alarm. The Annex only has one alarm sound, the fire alarm.

- The fire alarm is a very loud bell accompanied by a flashing light. When you observe the fire alarm leave the building. Follow the evacuation procedures described later in this document.
- The elevator alarm is a bell only and is not as loud as the fire alarm. When you hear the elevator alarm contact the facility manager or his designee.

## Emergency Information

- Always use the closest, safe exit in the event of an emergency. Evacuation routes are posted throughout the facility.
- There are no critical operations at this facility; therefore, all building occupants are required by law to evacuate the building whenever the alarm sounds.
- Fire alarm pull stations and fire extinguishers are strategically positioned on each floor near emergency exit stairwells.
- In the event of a building/trailer evacuation, assemble in the Annex parking lot or in the open field near the Saltwater Settling Tanks with your Supervisor for roll call.

## Building Emergency Contacts

Alex Chester, Laboratory Deputy Director

Cell 305/308-6411

Jeff Willoughby, Bldg. Mgr./Area Safety Representative

Cell 786/797-4609 or Pager 305/729-8244

Bob Walker, Environmental Compliance Officer

Home 305/381-6833

David Senn, Asst. Bldg. Mgr.

Cell 305/450-6320 or Pager 305/841-0835

## Off-Site Non-Emergency Response Contacts

Fire Department	305/361-1066
Police	305/579-6111
HAZMAT Team (Spills)	305/594-0100
Mercy Hospital	305/584-4400

## Primary/Alternate Monitors

### 1st Floor Main Bldg.

C. Kijek (Lobby/Bath/South Wing)  
A. Olalde (Lobby/Bath/South Wing)  
I. Holder (North Wing)  
E. Perez (North Wing/Disabled Monitor)

### 2nd Floor Main Bldg.

A. Chester (North Wing)  
B. Walker (North Wing)  
J. Holzman (Bathrooms)  
P. Cope (South Wing/Bathrooms)  
L. Darby (South Wing)  
M. Nunez (South Wing)

### 3rd Floor Main Bldg.

M. Bello (North Wing)  
P. Phares (North Wing)  
S. Turner (Bathrooms)  
A. Paine (South Wing/Bathrooms)  
D. Lee (South Wing)

### Annex Bldg.

J. Bennet  
M. Judge

Information current as of November 22, 2004



\*Always call from a safe location

\*Stay calm and try to provide as much information as possible

## Emergency Notification Procedure

When you call 911 to request emergency assistance, you will be connected to the Police Dispatch. Call from a safe location and remember to:

- Stay calm
- Be prepared to answer the following questions;
  - Where is the emergency located?
  - What is the nature of the emergency (e.g., fire, medical)?
  - How did it happen?
  - What is your name?
- Gather any information that may be useful for the emergency responders (e.g., number and extent of injuries).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but try to provide as much information as possible.

## General Evacuation Procedure

When evacuating the building or work area:

- Do Not rush, Do Not panic;
- Proceed to the nearest, safe exit and leave the building, if trapped in your office close the door and call 911;
- Proceed to the designated assembly area, either in the Annex parking lot near the picnic area or in the open field at the South Wing, adjacent to the Saltwater Settling Tanks;
- Assemble with your Supervisor so a personnel count can be obtained;
- Do not re-enter the building until the verbal "All Clear" has been sounded.



## Response To Bomb Threat

If there is a bomb threat in your building or work area:

- Call 911 and follow the emergency notification procedure above, if applicable.
- Check your work area for unfamiliar items, Do Not touch them, report them;
- Take personal belongings with you when you leave;
  - This will make it easier for the Police or Bomb Squad—less material to try to identify;
- Leave doors and windows open, Do Not turn light switches off or on.



Do Not touch unfamiliar or suspicious items.....

...Report them!

## Explosion Procedure

If there is an explosion in your building or work area:

- Call 911 and follow Emergency Notification Procedure above;
- Leave the building if directed to do so by emergency responders;
- Move well away from the site of the hazard to a safe location;
- Stay away from windows;
- Do Not light matches.

## Fire Prevention

To prevent fires this facility maintains a good housekeeping policy which includes:

- Storing flammable & combustible materials in an approved manner;
- Avoiding accumulation of flammable & combustible materials in the work area;
- Proper maintenance of facility fire extinguishers.
- Turning off portable heaters when not in use.

## Fire Hazards

Potential fire hazards identified at this facility include:

- Flammable & combustible chemicals and materials stored in laboratory or office settings;
- Flora and fauna samples stored in ethanol or formalin;
- Flammable & combustible liquids stored in cabinets;
- Portable office heaters left on unattended and/or in the close proximity to combustibles.



Preventing fires is a team effort!

## Fire Procedure

If there is a fire in your building or work area:

- First, notify the Fire Department and facility personnel by activating the fire alarm pull station and calling 911 from a safe location (See Emergency Notification Procedure);
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so—be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire;
- All personnel shall evacuate the building as soon as the alarm sounds and proceed to the appropriate designated assembly area;
- On your way out warn others nearby;
- Move away from fire and smoke—close doors if time permits;
- Use the fire exit stairwell only, Do Not use the elevator.
- Do not re-enter the building until the verbal “All Clear” has been given.



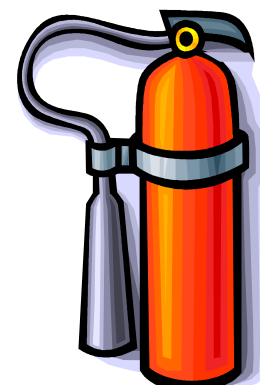
Only attempt to extinguish a fire if a safe exit exists.....

...Leave if one extinguisher does not put out the fire

## Using A Fire Extinguisher

Keep your back to an unobstructed exit and stand 6 to 8 feet away from the fire. Follow the 4 step **PASS** procedure:

- **P** - Pull the pin to unlock the operating lever;
- **A** - Aim low, point the nozzle at the base of the fire;
- **S** - Squeeze the lever to discharge the extinguishing agent;
- **S** - Sweep from side to side moving carefully towards the fire.



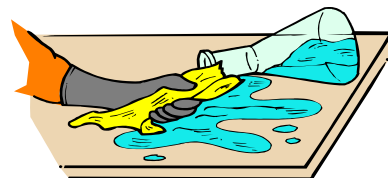
Remember to

**PASS**

## HazMat Spill Procedure

If you witness a large hazardous materials spill:

- Evacuate the spill area and warn others to stay away;
- Contact the Facility Environmental Coordinator, the Chemical Hygiene Officer and/or Building Manager;
- If they are unable to remediate the spill, they will contact the off-site HAZMAT team.



## Ventilation Problem

If unusual odors originate from the ventilation system:

- Immediately notify the Building Manager, Environmental Compliance Officer, or Chemical Hygiene Officer;
- If necessary, cease operations and evacuate the area (See "General Evacuation Procedure");
- If smoke is present, activate the fire alarm system by yelling "Fire, Fire, Fire", then call 911 from a safe distance.

If You Smell  
Something Bad...

...Get Out of the  
Lab!

## Suspicious Mail Procedure

What do I do if I receive a suspicious package?

- Leave the letter or package alone. Do not move the item.
- The individual in contact with the letter and those in close proximity should leave the area immediately.
- Restrict access to the area, keep facility personnel away.
- Call 911 and explain what has occurred.
- 911 will notify the local Hazardous Materials Response Team and they will notify the Department of Health to conduct appropriate testing as necessary.
- Individuals who open or have contact with the letter or package containing an unknown substance should wash their hands thoroughly with soap and water.
- Contact information of all individuals that may have been exposed should be collected immediately. These individuals should be reassured that they will be contacted as soon as possible when the results are known.
- Results of the test will be available in time to determine what, if any treatment should be implemented.



### Suspicious Characteristics

- Mailed from a Foreign Country
- Excessive Postage
- Misspelled Words
- Addressed to Title Only
- Wrong Title with Name
- Rigid or Bulky
- Badly Typed or Hand Written
- Restrictive Markings
- No Return Address
- Strange Odor
- Lopsided/Protruding item
- Stains on Wrapping